

PLAINFIELD CORRECTIONAL FACILITY VISITATION RULES

Plainfield Correctional Facility

727 Moon Road, Plainfield, Indiana 46168

Telephone (317) 839-2513

Superintendent Wendy Knight

1. ALL VISITORS SIX (6) YEARS OF AGE AND OLDER MUST BE ON AN APPROVED VISITING LIST. THIS LIST IS ESTABLISHED BY THE OFFENDER THROUGH THE FACILITY. Offenders will not be forced to accept a visit and will be visited only by those persons listed on the approved visiting list.
2. All visitors aged sixteen (16) and over will be required to produce a State ID or Drivers License before entry into the visiting area. Exceptions to this requirement may be granted only by the Facility Head or designee. Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian (and have proof that they are parent or legal guardian) at all times while on the facility grounds. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Facility Head may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Facility Head may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Facility Head may approve another responsible adult to accompany the child during a visit. The minor child's parent or legal guardian must sign and have notarized State Form #48965, "Authorization for Minor Child to Visit", prior to actual visit
3. Ex-offenders are not permitted to visit unless approved by the Facility Head. To obtain approval, the ex-offender must write the Facility Head requesting to visit and list the person(s) they wish to visit. Persons on parole or probation must include a written recommendation from their Probation or Parole Officer to the Facility Head. Ex-employees of the Department of Correction and current Department of Correction employees must have written approval from the Facility Head and the Commissioner before they may visit an offender.
4. The visiting schedule is on a two (2) week cycle. The same visitor may visit every two (2) weeks unless approved for additional visits by the Unit Manager or higher authority. Extra time requests will be reviewed on an individual basis. This will be based on frequency of visits, distance traveled, and space in the visiting room.
5. Only three(3) adults, plus two (2) children six (6) years of age or younger that can be held on the lap, will be permitted in any visiting situation. This means one (1) offender and three (3) adult visitors, two (2) offenders and two (2) adult visitors, etc. Children too small to sit in a chair by themselves may sit on the offender or visitor's lap during the visit.

6. Visitation for VMR (Visitation minor restriction) offenders is held on Monday, Thursday, Friday, and Sunday from 8:00am to 4:00pm, as well as Saturday from 8:00am to 12:00pm. Visitation for Non-VMR offenders with children is held on Tuesdays from 8:00am to 4:00pm, and Saturdays from 12:00pm to 4:00pm. NON VMR offenders can have adult visitors at any of the above times.
7. All persons coming to the facility are expected to conduct themselves in a polite and orderly manner. Persons who are intoxicated or appear to be under the influence of drugs/alcohol will not be permitted to visit. They will be asked to leave State property or the Indiana State Police will be notified
8. **A Brief Kiss and embrace** between visitors is permitted at the beginning and end of the visit. There shall be no kissing or embracing during the actual visit.
9. Special visiting situations and extra visiting time may be granted with prior approval of the Facility Head or designee, via Unit Managers, Assistant Superintendents, Shift Supervisors, or weekend or holiday Duty Officer.
10. It is requested that visitors refrain from wearing the same type of clothing worn by offenders, e.g., khaki colored pants, white T-shirt, khaki colored shirt or nurses scrubs.
11. All visitors shall be asked, "Do you have any drugs, weapons, cameras, tape recording devices, tobacco products, or lighters on you at this time? Are you now or have you ever been on probation, parole, or an ex offender? Are you now or have you ever been employed by the Indiana Department of Corrections?"
12. Visitors, including their person, personal property, and vehicles, while on Department property are subject to search at any time. Visitors will be responsible for securing their vehicle.
13. Visitors may take a small amount of change (\$20.00 limit per adult visitor), wedding/engagement rings, handkerchief/Kleenex (White only), medical I.D. bracelet/necklace, infant care items (one [1] receiving blanket, one [1] bottle, and one [1] pacifier), religious necklaces, and the key to the visitor's locker into the Visiting Room. Nitro pills (small amount), oxygen tanks, canes, wheelchairs, crutches may be taken into the Visiting Room upon inspection by the Visiting Room Officer. Offenders are allowed to take into the Visiting Room one (1) handkerchief, wedding band, visiting pass, and facility I.D. card.
14. Lockers will be provided for the visitor's personal effects. **Please bear in mind that substantial sums of money, or other valuables, should not be brought to the facility. The State of Indiana, Department of Correction, and the Plainfield Correctional Facility, assume no responsibility or liability for any articles placed in lockers in the facility or secured in automobiles in the parking lot. Visitors enter the visiting area at their own risk. No personal effects will be held/secured for visitors at the information desk.**
15. INDIANA STATUTES: A person who, without the prior authorization of the penal facility, knowingly or intentionally: (1) delivers, or carries into the penal facility with intent to deliver, an

article to an offender of the facility, or (2) carries or receives with intent to carry out of the penal facility, an article(s) from an offender of the facility, commits trafficking with an offender, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9).

16. A person who commits a Class A Misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he/she may be fined not more than five (5) thousand dollars (\$5,000.00) IC-35-50-32-2. A person who commits a Class D Felony shall be imprisoned for a fixed term of two (2) years, with not more than two (2) years added for aggravating circumstances: in addition, he/she may be fined not more than ten (10) thousand (\$10,000.00) dollars, IC 35-50-2-7.
17. Visitors who violate the visitation rules/procedures may be denied visits to a particular offender, to a specified facility, or to all Department facilities.
18. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting:
 - a. Visitors may wear shorts; however, the shorts may not be more than four (4) inches above the knee.
 - b. Visitors are not permitted to wear halter-tops or low-cut revealing tops, and shirts must have sleeves that cover the shoulder and underarm.
 - c. Undergarments (bra/underwear) must be worn.
 - d. Dress or skirt hemlines are not permitted if more than four (4) inches above the knees. Revealing slits or kick pleats exposing more than four (4) inches above the knees will be pinned.
 - e. Female visitors will be permitted to wear tube tops if a blouse is worn with it. Sheer blouses are permitted if worn with a camisole. Females wearing a swimsuit or bodysuit as a top will be required to also wear a blouse.
 - f. Head attire is permitted to be worn only if it is required as part of a religious practice. This item will be subject to being searched.
 - g. Shoes must be worn; this includes children, with the exception of infants in arms.
 - h. Outer coats and coat sweaters will not be permitted in the visiting area. This includes hooded sweat shirts, sport coats, blazers, jogging jackets. Spandex pants/shorts are not permitted in the Visiting Room.
 - i. The Superintendent or designee may cancel a visit if the visitor's attire is considered inappropriate.
19. Seating arrangements will be designated by the Visiting Room Officer. Offenders and visitors are not permitted to wander from one visiting area or table to another.
20. Any visitor who leaves the visiting room area for any reason terminates his/her visit. Unless Doctors documentation is provided stating that frequent restroom breaks are needed.
21. Vending machines are provided in the Visiting Room for your convenience. Food items will be purchased at the beginning of the visit. You will not share food items with the offender, (i.e. both eating from the same chip bag and drinking from the same soft drink can). All items purchased from the vending machine must be consumed during the visit. No vending machine items can be taken out of the visiting room. Offenders are not permitted to go to or use the vending machine.

22. Visitors are responsible for the behavior and control of minor children. If minor children are a major disruption, visitors may be requested to leave the facility and the visit will be terminated.
23. If a visitor of offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with a recommendation that the matter be prosecuted to the fullest extent. **In addition, any visitor caught trafficking shall be permanently banned from visiting any offender in the Department of Correction and any Department facility.**
24. THE PLAINFIELD CORRECTIONAL FACILITY IS A TOBACCO FREE FACILITY. TOBACCO PRODUCTS AND PARAPHERNALIA ARE NOT AUTHORIZED. CELL PHONES AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED.
25. **Any offender found to be engaging in trafficking or using or in possession of, a controlled substance shall have his visiting privileges restricted to “non-contact” visits only. The first offense, the “non-contact” visits shall be for a period of six (6) months; second offense – twelve (12) months; any further offenses – permanently.**